

## Microsoft® Office Visio® 2010: Level 2

**Course Description:** This course is designed for a person who has an understanding of the basic workflow and the concept of end-to-end flowcharting. Students will create custom elements and a custom template, represent external data as a drawing, and share your work with others.

**Course Objective:** Students will create and edit basic Microsoft Office Word 2010 documents. Upon successful completion of this course, students will be able to:

- create a custom shape.
- design a custom stencil.
- design styles and templates.
- design a floor plan.
- represent external data in Visio.
- share your work.

**Prerequisites:** To ensure your success, it is recommended that you take the following Element K course: Microsoft® Visio® 2010: Level 1.

### Course Content

#### Lesson 1: Creating a Custom Shape

- Topic 1A: Draw Basic Shapes
- Topic 1B: Enhance Basic Shapes

#### Lesson 2: Designing a Custom Stencil

- Topic 2A: Create a Custom Stencil
- Topic 2B: Customize a Stencil Master

#### Lesson 3: Designing Styles and Templates

- Topic 3A: Define a New Style
- Topic 3B: Create a Template

#### Lesson 4: Designing a Floor Plan

- Topic 4A: Create an Office Layout
- Topic 4B: Work with Layers

#### Lesson 5: Representing External Data in Visio

- Topic 5A: Generate a PivotDiagram
- Topic 5B: Create an Organization Chart from External Data
- Topic 5C: Import Project Plan Data into Visio
- Topic 5D: Link to a Database
- Topic 5E: Import Excel Data

#### Lesson 6: Sharing Your Drawings

- Topic 6A: Link a Visio Drawing to Other Applications
- Topic 6B: Convert a Visio Drawing to Other File Formats
- Topic 6C: Print a Visio Drawing